PART I
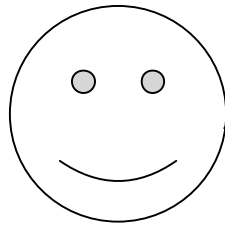
.   Open **Microsoft Word**
      .   (Click on W from the dock)
.   Type your Name, press the **Return Key to get to the next line.**
.   **Press return again to skip a line**.

Press return at the end of each paragraph you type. The return key is used at the end of a paragraph or to move the curser to the next line.

Part II

Type a little bit about what you think is a nice type of dog.

http://yahooligans.yahoo.com/content/animals/dogs/

http://www.dogbreedinfo.com/abc.htm

PART III

• Go to **File and Save As**
• Name your document **01.Last Name** (you are typing your last name) and save to your folder.

Save As: #01.lastname

Computer Class